

# Incident Action Plan for

## **COVID-19**

### Operational Period

Date From:	3/25/20	Date To:	3/26/20
Time From:	16:00	Time To:	16:00



Operational Period #9  
Disregard After 1600hrs on 3-26-2020



**FOR OFFICIAL USE ONLY**

## INCIDENT OBJECTIVES (ICS 202)

<b>1. Incident Name:</b> <div style="text-align: center; font-weight: bold; font-size: 1.2em;">COVID-19</div>	<b>2. Operational Period:</b> Date From: <b>3/25/20</b> Date To: <b>3/26/20</b> Time From: <b>16:00</b> Time To: <b>16:00</b>			
<b>3. Objective(s):</b> 1) Protection of City Workforce 2) Ensure the proper use of protective equipment for each members 3) Extend the maximum use of city equipment 4) Support the initiatives of continuity of city services				
<b>4. Operational Period Command Emphasis:</b> Oversight of CFD members. Limit member's exposure to potentially contagious patients. Ensure practices to minimize exposure to contagious disease and maintain situational awareness.				
<b>General Situational Awareness:</b> The COVID-19 pandemic is being actively monitored by the Cincinnati Health Department and CFD medical control. Protection measures and policies are being released to the membership through the chain of command, TargetSolutions and email. These policies may be updated frequently as new science emerges. Supervisors are required to ensure that members under their command are current on all training and information regarding response to this virus. The city continues to support the overall messaging of prevention both internally and externally.				
<b>5. Site Safety Plan Required?</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Approved Site Safety Plan(s) Located at:</b>				
<b>6. Incident Action Plan</b> (the items checked below are included in this Incident Action Plan): <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <input checked="" type="checkbox"/> ICS 202  <input checked="" type="checkbox"/> ICS 203  <input type="checkbox"/> ICS 204  <input type="checkbox"/> ICS 205  <input type="checkbox"/> ICS 205A </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> ICS 206  <input type="checkbox"/> ICS 207  <input checked="" type="checkbox"/> ICS 208  <input type="checkbox"/> Map/Chart  <input type="checkbox"/> Weather Forecast/Tides/Currents </td> <td style="width: 33%; vertical-align: top;"> <b>Other Attachments:</b>  <input checked="" type="checkbox"/> <i>CFD guidelines for Residential Care Facilities</i>  <input checked="" type="checkbox"/> <i>CFD objectives/directives worksheets</i>  <input checked="" type="checkbox"/> <i>CFD COVID response procedure 3/23</i>  <input checked="" type="checkbox"/> <i>CFD Should I come to work? guide</i> </td> </tr> </table>		<input checked="" type="checkbox"/> ICS 202 <input checked="" type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A	<input type="checkbox"/> ICS 206 <input type="checkbox"/> ICS 207 <input checked="" type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/Tides/Currents	<b>Other Attachments:</b> <input checked="" type="checkbox"/> <i>CFD guidelines for Residential Care Facilities</i> <input checked="" type="checkbox"/> <i>CFD objectives/directives worksheets</i> <input checked="" type="checkbox"/> <i>CFD COVID response procedure 3/23</i> <input checked="" type="checkbox"/> <i>CFD Should I come to work? guide</i>
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<b>7. Prepared by:</b> Name: <u>Hugh V. Hains</u> Position Title: <u>D.C. EMD</u> Signature: _____				
<b>8. Approved by Incident Commander:</b> Name: <u>Roy Winston</u> Signature: _____				
ICS 202	IAP Page _____	Date/Time: 3/25/2020 14:00:00 PM		

## ORGANIZATION ASSIGNMENT LIST(ICS 203)

<b>1. Incident Name:</b> <div style="text-align: center; font-weight: bold; font-size: 1.2em;">COVID-19</div>		<b>2. Operational Period:</b> Date From: <b>3/25/20</b> Date To: <b>3/26/20</b> Time From: <b>16:00</b> Time To: <b>16:00</b>	
<b>3. Incident Commander(s) and Command Staff:</b>		<b>7. Operations Section:</b>	
IC/UC's	Fire Chief Winston    352-6242	Chief	AC Lakamp    352-2361
		Deputy	DC Salmons    564-1743
		Staging Area	
Deputy		<b>Branch</b>	EMS Operations
Safety Officer		Branch Director	DC Robinson    357-7511
Public Info. Officer	Catherine Ritter    352-5248	Deputy	Capt. Uhl    357-7516
Liaison Officer		Division/Group	
<b>4. Agency/Organization Representatives:</b>		Division/Group	
Agency/Organization	Name	Division/Group	
EOC Director	DC Hains    391-2879	Division/Group	
		Division/Group	
HC EMHSA	McEwen    263-8016	Division/Group	
OEMA	Clayton    296-1859	Division/Group	
		<b>Branch</b>	
		Branch Director	
		Deputy	
<b>5. Planning Section:</b>		Division/Group	
Chief	A.C. Smith    263-8060	Division/Group	
Deputy	DC Hains    391-2879	Division/Group	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		Division/Group	
Demobilization Unit		Division/Group	
Technical Specialists:		Division/Group	
		<b>Branch</b>	
		Branch Director	
		Deputy	
		Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
<b>6. Logistics Section:</b>		Division/Group	
Chief	AC Turley    564-1741	Division/Group	
Deputy	DC Winston    614-4381	Division/Group	
<b>Support Branch</b>		<b>Air Operations Branch</b>	
Director		Air Ops Branch Dir.	
Supply Unit			
Facilities Unit			
Ground Support Unit			
<b>Service Branch</b>		<b>8. Finance Administration Section:</b>	
Director		Chief	
Communications Unit		Deputy	
Medical Unit		Time Unit	
Food Unit		Procurement Unit	
		Comp/Claims Unit	
		Cost Unit	
<b>9. Prepared By: Name:</b> <u>Hugh V. Hains</u>		<b>Position/Title</b> <u>DC EMD</u> <b>Signature:</b> _____	
ICS 203	IAP Page	Date/Time: 3/25/2020 14:00:00 PM	

## SAFETY MESSAGE/PLAN (ICS 208)

<b>1. Incident Name:</b> <div style="text-align: center; font-weight: bold; font-size: 1.2em;">COVID-19</div>	<b>2. Operational Period:</b> Date From: <b>3/25/20</b> Date To: <b>3/26/20</b> Time From: <b>16:00</b> Time To: <b>16:00</b>
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### 3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:

#### SAFETY MESSAGE:

##### Prevention of Transmission

- If calling in SWP for a COVID-19 related illness for you or a family member, it is recommended you notify your chain of command so Fire Administration can track the possible risk of exposure to other members.
- The department is requesting all members take their temperature before reporting for duty and to review the "Should I report for work" matrix.
- Members who are under investigation or positive for COVID-19, or have had extended unprotected contact with a person who is COVID-19 positive should not report to work.
- Members with fever, cough, shortness of breath **or sore throat** should not report to work while ill.
- Members shall practice social distancing, frequent hand-washing and cough/sneeze etiquette.
- No guests shall be permitted to visit firehouses, including family.

##### Protective Equipment

- See CFD COVID-19 entry ops algorithm included in this IAP

##### On-Scene

- Prior to coming within 6 feet of ANY patient, members shall don the AV3000 facepiece and gloves - regardless of the symptoms.
- The number of members who are in close contact (<6') with any patient shall be limited to the minimum number necessary for patient care.
- Place a surgical mask on all patients - if patient's condition will tolerate.

##### Patient Transport Precautions

- Isolate between the front and rear of medic units.
- Only CFD members are permitted to ride inside a CFD Medic Unit - NO PASSENGERS - this includes family (EXCEPTION: WHEN PATIENT IS A MINOR ONE PARENT OR GUARDIAN MAY RIDE IN THE BACK OF THE MEDIC UNIT).
- The attendant in the medic unit shall wear the AV3000 mask and gloves at a minimum for ALL patients - regardless of the symptoms.
- The Medic Unit driver shall don the AV3000 mask to assist with delivering the patient to the Emergency department.

##### Post-Incident Decon

- If you are going to be dropping your vehicle off at the Garage, make sure it is deconned prior to delivery at the garage. We must make sure to keep all employees as healthy as possible. They do not want to be exposed anymore than we do.
- Decon all vehicles to the level prescribed elsewhere within this plan.
  - If your vehicle is equipped with a UV Disinfecting light, use it. It kills COVID-19 as well as a host of other viruses.
  - We are working on getting portable UV lights for disinfectant purposes.

4. Site Safety Plan Required?    ☐ Yes    ☒ No

Approved Site Safety Plan(s) Located At:

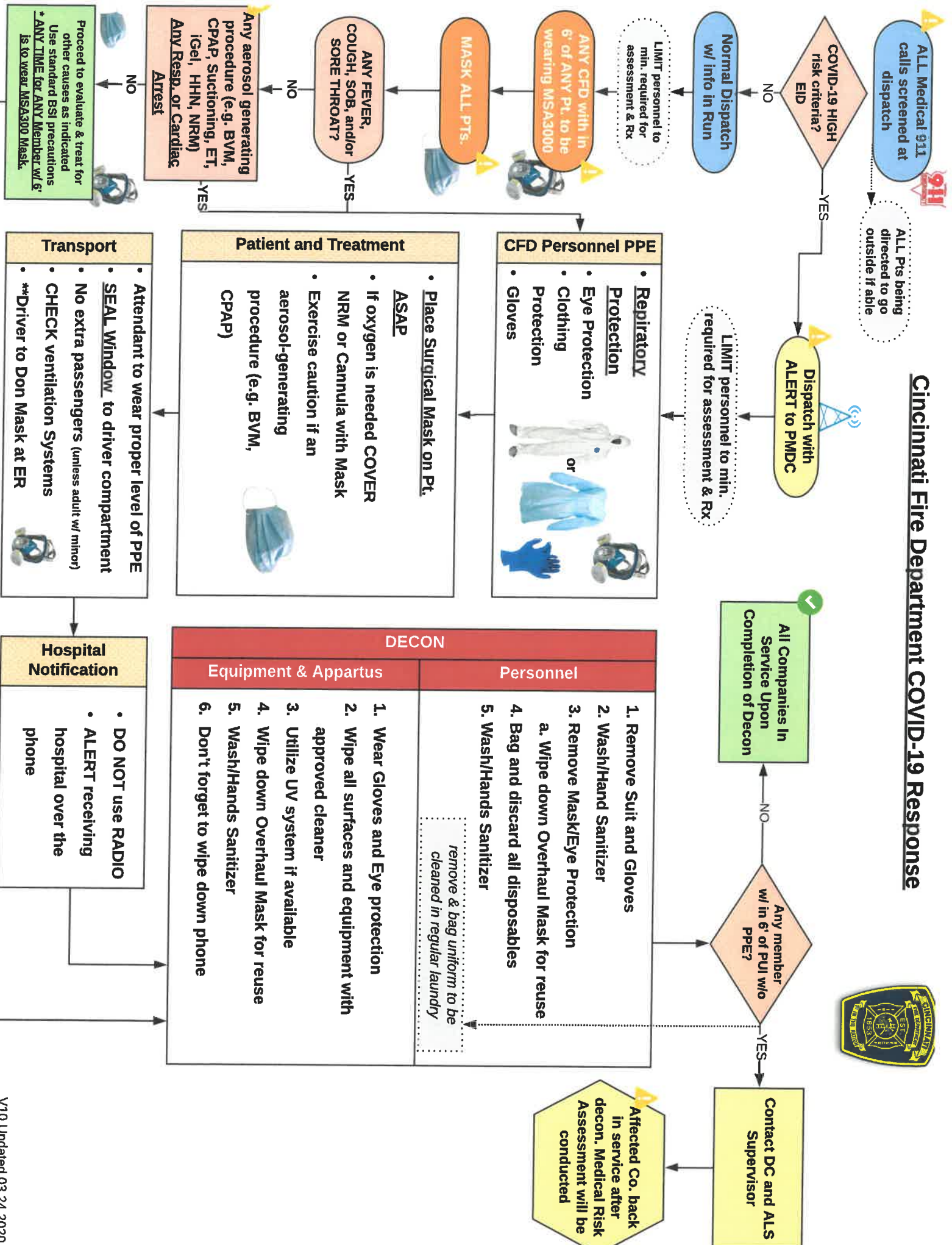
5. Prepared By:    Name: Hugh V. Hains    Position/Title: DC EMD    Signature: \_\_\_\_\_

ICS 208

IAP Page

Date/Time:    3/25/2020 14:00:00 PM

# Cincinnati Fire Department COVID-19 Response



CV-19 DIRECTIVES		
NO.		Date
1	Members instructed to watch PPE Doffing video on Target Solutions	3/9/2020
2	All community relations events cancelled. (Community Council Meetings, School reading Program	3/16/2020
3	Fire prevention inspections suspended	3/16/2020
4	<b>Paramedic Class suspended until April 14.</b>	3/16/2020
5	<b>Command Training suspended until further notice</b>	3/16/2020
6	FC & AC lunches at firehouses suspended	3/16/2020
7	No civilian visitors to the firehouse permitted - Family included. Exceptions - Medical waste	3/16/2020
8	All outside paramedic student ride time suspended	3/16/2020
9	All firefighters must have a change of clothes at the fire house at all times	3/17/2020
10	Initial patient interview on all patients shall be conducted from a distance of 6' or greater	3/17/2020
11	All members shall carry the AV-3000 mask on all EMS Responses - When in doubt, wear the mask	3/17/2020
12	Pt. Contact shall be limited to the minimum number of firefighters as medically necessary	3/17/2020
13	Nursing Home Fire Response - Nothing Showing: Investigate with 1 company - Full Fire PPE with	3/18/2020
14	Patient compartment pass through to driver's compartment shall be sealed at all times	3/18/2020
15	All N-95 masks shall be returned to the district	3/18/2020
16	<b>Respiratory protection shall be worn (AV3000) by any CFD within 6' of all patients - regardless of symptoms. Use CFD COVID response matrix (3/23/2020) for additional guidance</b>	3/19/2020
17	All personnel must conserve EMS PPE	3/19/2020
18	The A3000 respirator and P100 filter should be decontaminated and reused until it is hard to	3/19/2020
19	Firefighters' to ask Kroger store managers directly about an opportunity to receive groceries at	3/19/2020
20	Directives will be treated as Staff Notes and will be in place for 90 days.	3/19/2020
21	Residential Care response guidelines for Nursing Homes	3/19/2020
22	<b>A signature for a non-transport is no longer needed on medical runs. EMS personnel should state "No signature due to COVID pandemic".</b>	3/23/2020
23	<b>A surgical mask shall be placed on all patients regardless of symptoms if patient's condition will tolerate</b>	3/25/2020
24		
25		

## COVID 19 CFD OBJECTIVES

Objective	Assigned to	Status	Appendix
Establish a daily disinfection policy at each fire house	ADMIN	Complete	See IAP
Evaluate supply levels daily	ADMIN	In progress	
Movement of N95 Masks	ADMIN	Complete	
Develop a plan to conserve scarce PPE	ADMIN	In progress	
Develop a contingency plan for when PPE is no longer available	ADMIN	In progress	
Develop a list of approved disinfectant cleaners	ADMIN	Complete	See IAP
Identify and contract with vendors for firehouse Decon	ADMIN	In progress	
Purchase thermometers to take each firefighters temperature before start of shift	ADMIN	In progress	
Purchase 12 Turbo UV	ADMIN	In progress	
Call Taking Procedure Update	EMD	In progress	
Centralization of all documents	EMD	In progress	
Testing Plan for Firefighters and their families	EMD	In progress	
Develop Family Support Options	EMD/Pastoral/Local 48	In progress	
Remote Access from Home	Executive	In progress	
Remote Meeting/Tele-conference	Executive	Complete	Zoom account created
Daily Incident Response	Executive	Complete	
Leaving COVID-19 patients/ Protect in place	Executive	In progress	
Reserve Food Supplies for Firefighters	FP	Complete	See 3/19/20 directive
Communications Plan	FP	In progress	
Quarantine Plan for CFD personnel	HR	In progress	Form 17 on process in IAP
NDS/ Health and Wellness program evaluation	HR	In progress	
Response to Nursing Homes	OPS	Complete	See IAP
Information line for decon and quarantine questions	OPS	Complete	See Target Solutions
Alternate Response Plan	OPS	In progress	
Develop a procedure for decontaminating a medic unit	OPS	Complete	Video on Target Solutions
Stocking all companies with gowns and surgical masks	OPS/ADMIN	In Progress	



**Cincinnati Fire Department Guidelines for Residential Care Facilities:**

Please follow these guidelines when requesting 911 services from the Cincinnati Fire Department.

1. When calling 911, notify the 911 call taker if the patient has a fever, cough, shortness of breath or a sore throat.
2. When requesting 911 EMS response for a resident, please place a surgical mask on the patient if their condition permits.
3. Facility staff shall meet the responding fire company at the designated entrance.
4. Transport the patient to the ambulance entrance or just outside if possible. If a room is available to stage the patient in isolation near the ambulance entrance that would also be encouraged.
5. If the patient cannot be moved to the ambulance entrance, isolate the path from the entrance to the patient's room by closing all resident's doors and removing any residents from the hallways along the path. Please provide the shortest path to the patient's location when calling 911.
6. We will be limiting the exposure to the firefighters to the smallest number to adequately care for the patient. The initial evaluation will be conducted by two firefighters with additional firefighters standing by outside should they be needed.
7. Firefighters will be wearing respiratory protection while inside the facility. Please prepare your staff and residents for their appearance. This precaution is for the firefighter's protection as well as your residents.
8. We will continue to send a full fire response to a report of a fire at your facility. If the emergency is not readily apparent, we will limit the number of firefighters that enter the facility to initially investigate and they will be wearing respiratory protection.

Thomas C. Lakamp  
Assistant Fire Chief – Cincinnati Fire Department  
Fire and EMS Operations Division  
513-352-2361

3/19/2020 v.2



Date: March 19, 2020

TO: All CFD Personnel

FROM: Assistant Fire Chief Steven Breitfelder, Human Resources Division

COPIES: Local 48

SUBJECT: Instructions for Home Quarantine and Self-Monitoring

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**Definition of Terms:**

**Quarantine** means the separation of a person or group of people reasonably believed to have been *exposed to a communicable disease but not yet symptomatic*, from others who have not been so exposed, to prevent the possible spread of the communicable disease.

**Self-monitoring** means people should monitor themselves for fever by taking their temperatures twice a day and remain alert for cough or difficulty breathing. If they feel feverish or develop measured fever, cough, or difficulty breathing during the self-monitoring period, they call the health department or designated contact.

**Active monitoring** means that the state or local public health authority assumes responsibility for establishing regular communication with potentially exposed people to assess for the presence of fever or respiratory symptoms (e.g., cough, shortness of breath, sore throat)\*. For HCP with *high-* or *medium-risk* exposures, CDC recommends this communication occurs at least once each day. The mode of communication can be determined by the state or local public health authority and may include telephone calls or any electronic or internet-based means of communication.

**Contacts of Asymptomatic People Exposed to COVID-19;** CDC does not recommend testing, symptom monitoring or special management for people exposed to asymptomatic people with potential exposures to COVID-19 (such as in a household), i.e., “contacts of contacts;” these people are not considered exposed to COVID-19.

**CDC Levels of exposure risks:**

**High-risk** exposures refer to Health Care Personnel (HCP) who have had prolonged close contact with patients with COVID-19 who were not wearing a facemask while HCP nose and mouth were exposed to material potentially infectious with the virus causing COVID-19. Being present in the room for procedures that generate aerosols or during which respiratory secretions are likely to be poorly controlled (e.g., cardiopulmonary resuscitation, intubation, extubation, bronchoscopy, nebulizer therapy, sputum induction) on patients with COVID-19 when the healthcare providers’ eyes, nose, or mouth were not protected, is also considered *high-risk*.

**Medium-risk** exposures generally include HCP who had prolonged close contact with patients with COVID-19 who were wearing a facemask while HCP nose and mouth were exposed to material potentially infectious with the virus causing COVID-19. Some *low-risk* exposures are considered *medium-risk* depending on the type of care activity performed. For example, HCP who were wearing a

gown, gloves, eye protection and a facemask (instead of a respirator) during an aerosol-generating procedure would be considered to have a medium-risk exposure. If an aerosol-generating procedure had not been performed, they would have been considered *low-risk*.

**Low-risk** exposures generally refer to brief interactions with patients with COVID-19 or prolonged close contact with patients who were wearing a facemask for source control while HCP were wearing a facemask or respirator. Use of eye protection, in addition to a facemask or respirator would further lower the risk of exposure.

#### **Instructions for Home Quarantine and Self-Monitoring:**

**Members will NOT be sent home immediately upon a suspected exposure. There is a 48 hour up to 5 day incubation period for the virus and as long as members are NOT showing signs/symptoms they will not be contagious. Self-monitoring is key and should be practiced by all members of the CFD. All Members should take their temperature prior to reporting to work.**

**\*\* Continue monitoring your symptoms. If you develop a cough, fever, difficulty breathing, shortness of breath or a sore throat call the Health Department at 877-774-4636.**

#### **Procedures for Home Quarantine:**

- Stay away from other people in your home as much as possible, staying in a separate room and using a separate bathroom if available.
- Limit contact with your pets, as there is a small chance humans can pass the disease to dogs or other pets, though not much is known about this.
- No visitors unless the person needs to be in your home. If so, keep a distance (recommended at least 6 feet) away from the visitor; wear a surgical mask if you must get closer.
- If you need medical attention, contact your personal physician and call ahead to ensure you're going to the right place and taking the necessary precautions.
- Wear a surgical mask if you must be around other people such as during a drive to the doctor's office and cannot keep the recommended physical distance.
- When you cough/sneeze: Cover your mouth and nose with a tissue; immediately throw tissues in garbage; wash your hands with soap and water for at least 20 seconds; if that's not available, clean with hand sanitizer that has at least 60% alcohol.
- Avoid sharing household items, including drinking cups, eating utensils, towels or even bedding. Wash these items thoroughly after using.
- Clean high-touch surfaces daily using a household cleaner or wipe. These include: counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets and bedside tables.
- Clean any surfaces that may be contaminated with blood, stool or any bodily fluids.
- Shared spaces in the home should have good airflow - use an air conditioner or open windows; if possible turn HVAC fan to on (instead of auto) for continuous operation.
- **Take your temperature twice daily. A fever is measured temperature > 100.0 deg F or higher or subjective fever.** Ensure you are afebrile and asymptomatic before leaving home and reporting to work.

The CFD is working on a self-quarantine plan for members unable to self-quarantine at home. Some options we are considering are:

Clarion Hotel: Sharonville Ohio  
UC Dormitories, University of Cincinnati campus  
Cincinnati Public Schools, location TBD

These plans are in-progress.

# Cincinnati Fire Department

## COVID19 Guidance

### Emergency Communications Center

#### COVID19 call-taker guidelines

- **Medical Runs:**
  - Call-taker utilizing Protocol 36 for run codes 6, 10, 18 & 26
  - Calls processed using EMD protocols other than card 36:
  - After post-dispatch instructions given, coronavirus questions asked
  - If questions answered in affirmative, call-taker will update CAD notes with "POSS RESP ILLNESS"
  - Call-taker to request callers meet responding units outside, if possible
- **Non-Medical Runs:**
  - Call-taker will ask if anyone at the location has a respiratory illness
    - If YES, call-takers will notate the incident in the CAD notes with "POSS RESP ILLNESS"
    - If HIGH PRIORITY INCIDENT like a structure fire, this question will not be asked so as not to delay the run to queue
      - This information can be added after the run is in the queue

#### COVID19 dispatch guidelines

- **ALL breathing trouble [CODE 6], sick [CODE 26] and infectious disease runs [CODE 36]:**
  - Additional patient information to include:
    - **\*\*TAKE UNIVERSAL PRECAUTIONS FOR POSSIBLE COVID19 EXPOSURE RISK\*\***
    - **\*\*LIMIT PERSONNEL TO A MINIMUM\*\***
    - **\*\*ACKNOWLEDGE RECEIPT OF INFO ON MAIN\*\***
    - **\*\*ANY OTHER PERTINENT INFO\*\***
  - Addresses with confirmed COVID19 cases will show a RED caution note that will say:
    - **\*\*\* COVID-19 QUARANTINE LOCATION \*\*\***
    - **Advise PD/FD to check their MDC for a note and acknowledge receipt**
  - **DISPATCH** with verbal ALERT to companies, "Check PMDC for additional patient information"
    - If company does not acknowledge after **1 MINUTE**, dispatch shall **CALL** company to confirm receipt
    - Dispatch infectious disease [CODE 36] as breathing trouble or sick based on the run notes
      - **DO NOT SAY, "INFECTIOUS DISEASE"**
- **Medical Runs OTHER than above listed & Non-Medical Runs** - "POSS RESP ILLNESS" noted in a CAD incident
  - **DISPATCH** with verbal ALERT to companies, "Check PMDC for additional information"
    - If note added after already dispatched, alert responding companies with PMDC message above
    - If company does not acknowledge after **1 MINUTE**, dispatch shall **CALL** company to confirm receipt

#### COVID19 notifications

- **Page CV19 Group** when patient meets VERY HIGH RISK of COVID19
  - Notes indicate recent travel and/or exposure to a known or suspected COVID19 patient
  - On-scene crew identifies patient as COVID19 RISK after on-scene assessment
  - Use best judgement on any other pertinent information
- Page notification language should state:
  - "PT MEETS COVID19 SCREENING CRITERIA - ADDRESS - SPECIFY CO's ENROUTE"

## COVID 19 Daily Facility Disinfectant Protocol

### Daily Station Disinfecting

Firefighters should clean and disinfect all areas (e.g., offices, bathrooms, kitchens, dining areas, and all common areas), focusing especially on frequently touched surfaces. Frequently touched surfaces include doorknobs, computer keyboards, faucets, water fountains, etc.

- If surfaces are dirty, they should be cleaned using a detergent or soap and water before disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
  - Diluted household bleach solutions can be used if appropriate for the surface. Follow the manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date.
- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water or
  - 4 teaspoons bleach per quart of water

### Linens, Clothing, and Other Items That Go in the Laundry

- Do not shake dirty laundry; this minimizes the possibility of dispersing the virus through the air.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.

### Personal Protective Equipment (PPE) and Hand Hygiene:

- Firefighters should wear disposable gloves for all tasks in the cleaning process, including handling trash.
  - Gloves should be compatible with the disinfectant products being used.
  - Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area.
  - Be sure to **clean your hands after** removing gloves.


Prophylactic cleaning of facilities is not able to be conducted with limited supplies on hand. Please conserve all cleaning and disinfecting supplies to the extent reasonable. Do not use more than a 10% bleach solution. More bleach reduces the effectiveness of the solution and wastes a finite resource.

### COVID 19 CFD Disinfectant Products List

Product Name	Mixing Ratio	Method	Contact Time	Notes
Ecolution Pro Disinfectant	2 oz per gallon	Kill	10 min, air dry	Preferred method to disinfect hard surfaces
MSA Confidence Plus 2	1 oz per gallon	Kill	10 min, air dry	Limited supply, continue to use on SCBA facepiece and APR
Pure Bright Germicidal Bleach	1/3 cup per gallon (4 tsp per quart)	Kill	5 min, air dry	General equipment and surface disinfection. Ineffective after 24 hours - mix as needed
Ajax Powder Cleanser with Bleach	Paste w/ water	Kill	N/A	Kitchen use ONLY
Curaplex alcohol wipes	N/A	Kill	20 Seconds	Use for small medical devices
Purell hand sanitizer (70%)	N/A	Kill	20 Seconds	Hand sanitizing only
Ecolution Gentle Fresh Foaming Hand Soap	N/A	Wash Away	20 Seconds	Hand washing only. Follow CDC guideline for handwashing
Cascade ActionPacs	N/A	Wash Away	N/A	Dishwashing only
Murphy Dish Soap	N/A	Wash Away	N/A	Dishwashing only
Murphy HE Liquid Laundry	2 oz. per load	Wash Away	N/A	Clothes washing only
PDI Sani-Cloth Plus	N/A	N/A	N/A	Use these wipes in conjunction with an effective disinfectant. Does not kill COVID 19.

March 16, 2020

**FOR YOUR INFORMATION**

**TO:** Mayor and Members of Council  
**FROM:** Patrick A. Duhaney, City Manager   
**SUBJECT:** COVID-19 Update: Recap of City Actions

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Needless to say, it has been a busy week for all of us and the citizens of Cincinnati. All City departments are working on continuity of operation plans to ensure they can continue providing services to our residents when we will inevitably be impacted by staffing shortages due to employees either becoming ill by COVID-19, being quarantined for one reason or another, or not being able to work due to school/child care facility closures. They are also working to ensure best practices are being used regarding COVID-19 prevention, including incorporating social distancing elements.

Below is a recap of some of the activities that the City has been working on regarding COVID-19 as we begin to respond in order to prevent the spread and limit the impact of COVID-19 in our community.

**First Responders**

The Health Department, the City Administration, Emergency Communications Center, Cincinnati Police Department, and the Cincinnati Fire Department have been meeting frequently internally and with state, federal agencies, and local governments to coordinate the COVID-19 response efforts.

- **Health Department** – Under Commissioner Moore, the Health Department has been coordinating with the State of Ohio Department of Health, Hamilton County Health Department, Butler County Health Department, and Hamilton City Health Department since the first public signs that COVID-19 may be in Ohio when two Miami University students were initially isolated in Oxford. This time was valuable for the Cincinnati Health Department (CHD), as they got an opportunity to play an active role to get a better sense of what strategies work and the challenges that public health authorities will face combating COVID-19. The lesson learned from this experience has paid dividends. The Health Department has trained up its communicable disease nurses on the necessary protocols to keep themselves safe as they investigate and follow-up on potential cases throughout the City. The work of the communicable disease nurses will be very taxing, as they often have to interview dozens of people and retrace the steps of a COVID-19 person under investigation (PUI) to identify the magnitude and likelihood of spread in the community. To ramp up their capacity CHD has been cross training other CHD employees on some functions and duties of communicable disease nurses. CHD sanitarians are also working on a guidance document to assist food service operations (e.g., restaurants and bars) with compliance to Governor DeWine's order restricting these operations to carryout food service only.
- **Fire Department (CFD)** – CFD, since becoming aware of the potential risk of COVID-19 to the region, has been working with the Health Department and its medical director to train Fire personnel on how best to engage, treat, and transport potential patients with COVID-19 while

reducing the risk of community spread and exposure to themselves. CFD is now deploying these procedures on runs coded by the Emergency Communications Center (ECC) as possible respiratory illness or COVID-19 related. Fire is also proactively communicating to hospitals in which patients are being transported of a possible COVID-19 case, so hospital staff can make the necessary precautions prior to receiving the transported patient.

- **ECC** – All 911 call-takers have been trained on what questions to ask to identify calls that may conceivably be COVID-19 related. Dispatchers are also coding runs as COVID-19 related cases to provide CFD personnel a heads up so they can prepare accordingly.
- **Cincinnati Police Department (CPD)** – CPD has made some necessary changes to its operations to prevent the spread COVID-19 to police officers and persons they may engage while performing policing duties. Changes, to name a few, include reducing and/or moving daily roll calls outdoors, citing to court and not physically arresting all non-violent offenses (felonies and misdemeanors), increasing the cleaning frequency of the patrol vehicles, and including additional personal protective equipment (PPE) as part of the daily uniform. CPD is also working on a plan to have each of the five police districts help with enforcing Governor DeWine's order restricting restaurant and bar food operations to carryout service only.

### **Utilities and Public Services**

Our Public Service Department (DPS), Greater Cincinnati Water Works (GCWW), and Metropolitan Sewer District have been making key changes to their operations to ensure that these vital services will continue to be provided to Cincinnati and, in some cases (e.g., MSD and GCWW), the region.

- **DPS** – DPS plans include staggering start times of employees in order to promote social distancing and ensure trash collection is prioritized. The start time for DPS programs such as yard waste collections and bulk item collection may be delayed due to projected staffing shortage associated with employees not being able to work due to school/childcare facility closures. We will provide more details on the impact to the aforementioned programs as we get a better understanding of staffing impact.
- **GCWW** – GCWW is working on implementing a staffing plan that ensures the provision of water services for Cincinnati and the region. More details on that plan will be provided in subsequent reports. In order to ensure that every GCWW customer is able to follow best practices to prevent the spread of COVID-19 and recognizing the financial hardships experienced by its customers during this time, GCWW has started to and will continue to restore water service to homes and not conduct shutoffs during this public health event. GCWW has also closed its customer lobby operations to limit COVID-19 exposure to customers and employees. GCWW is communicating additional payment and customer service options to its customers to mitigate the lobby closure.
- **MSD** – MSD is working on implementing a staffing plan that ensures the provision of sewer services for Cincinnati and Hamilton County. MSD feels that they have enough space in their treatment plants and administrative building that they can ensure best practices through social distancing, more frequent cleaning, and hand washing. They are looking at the Sewer Back-Up Prevention Program to identify ways to reduce risk of COVID-19 exposure to customers and staff. More details on the MSD plan will be provide in subsequent reports.

### **Parks and Recreation Update**

In an abundance of caution, in order to prevent the spread of COVID-19, the Cincinnati Recreation Commission opted to close its facilities for recreational program activities for the duration of the public health threat. This closure will cancel all special events, contract classes, meetings, rentals and indoor



leagues at our facilities. CRC facilities will remain open as polling locations for voting purposes only. To mitigate any hardships, the CRC is working with its service providers to implement options to continue several vital services including meals for seniors (at four sites) and the snack program at our recreation centers. CRC staff will assist in these meal distribution efforts.

Parks outdoor facilities remain open and will serve as good outlets for citizens to recreate in open spaces as the City navigates this situation. Parks is promoting and advocating that park patrons use best practices, such as using appropriate social distancing intervals between people to reduce the risk of exposure while using the parks.

### **Repurposing of City Departments and Facilities**

Several City departments that are non-essential to the COVID-19 public health emergency response are slated to be repurposed in whole or in part in order to assist with the City's overall prevention and forthcoming containment response. The departments slated for repurposing in whole or in part include: the Office of Performance & Data Analytics (OPDA), Office of Human Relations, Citizen Complaint Authority, Department of Economic Inclusion, Department of Community and Economic Development, Internal Audit, Law Department, Department of Transportation & Engineering, City Planning Department, the Office of Environment and Sustainability, Parks Department, and the Recreation Department. At this time, the aforementioned is a preliminary list and it may be amended as the COVID-19 public health emergency evolves. The slated departments will be cross trained to backfill positions due to employees either becoming ill by COVID-19, being quarantined for one reason or another, or not being able to work due to school/child care facility closures in the 911 center, Health Department, and administrative positions in the Police and Fire Departments. Staff and facilities from these departments may also be repurposed to assist with community needs, such as assisting those impacted by homelessness who may need to be quarantined, assisting with meal delivery to children at home due to school closures, etc.

All OPDA innovation labs and CincyStat programs will be temporarily halted for the duration of this public health crisis situation. OPDA will be assigned the responsibility for facilitating and supporting the department repurposing structure, as well as develop a robust reporting infrastructure to keep the Mayor, Council, and the public informed on the City's response efforts. They will also coordinate with the CFD Emergency Management Division as it relates to coordinating the repurposing of City owned and controlled facilities for use in the COVID-19 response effort, as needed.

### **COVID-19 HR Policy Changes and Workplace Safety**

In response to COVID-19, the City Manager's Office instructed the Human Resources (HR) Department to make temporary updates to our personnel policies and procedures that ensure employees who are sick with COVID-19, showing signs they are infected by the disease, and/or themselves or a loved one is quarantined will be permitted and not penalized to prioritize their health or provide care to their family. Changes were made to the City's sick leave policy, including the annual sick leave conversion, sick use incentive, and the injury with pay policy to achieve this goal. The HR Department collaborated with the City's various collective bargaining units and departments on the changes. The changes will begin immediately and remain in effect during the public health emergency.

The City also took steps to provide guidance to City departments on what they can do to prevent worker exposure to COVID-19. The guidance document included workplace hygiene tips and provided information on effective workplace controls and employee risk groups. Employee risk groups were categorized into three exposure groups based on risk. For each group, recommended protective measures and equipment were included.

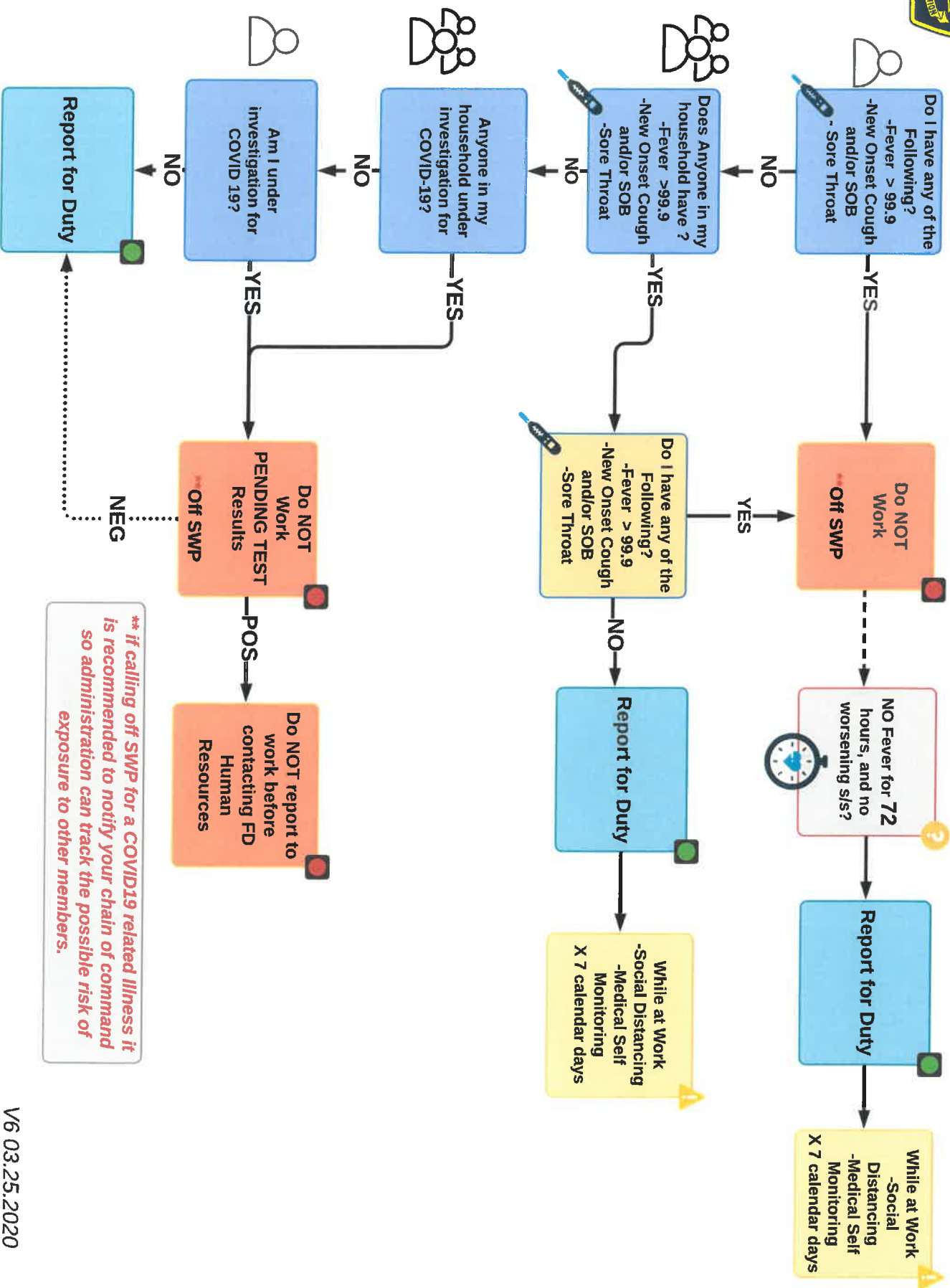
## **Lobbyists Update**

The City has actively engaged its federal and state lobbyist on the policy items that the Mayor and Council requested be addressed in order to lessen the impact of COVID-19 on residents and businesses. The Mayor and Council were particularly concerned about the plight of workers who will be quarantined or lose their jobs due to business closures. The State of Ohio has announced that they will extend unemployment benefits to workers in quarantine and employees of businesses that temporarily shut down due to coronavirus. The State is also removing the one-week waiting period requirement before receiving unemployment payments in order to expedite the disbursement of funds to unemployed Ohioans.

The City Administration is working diligently to develop a path forward for how to continue operations of vital services should health concerns affect our staffing levels. We are also looking to modify service delivery of some departments and offices during this public health emergency to enable us to react to needs, such as homelessness and food distribution to children no longer in school, that will surely arise. We will not make any service delivery changes lightly and will balance to the best of our ability the needs of staffing and our responsibility to the community. Any changes to City service will be communicated to the Mayor, Council, and the public using a myriad of media mediums to mitigate any quality of life issues for our residents. We ask for your patience and grace as we all adjust to dealing with a world with COVID-19.



## Cincinnati Fire Department- "Should I Come to Work?"



# Cincinnati Fire Department Daily Report

## March 24, 2020



### DEPARTMENT OVERVIEW

The Cincinnati Fire Department operates 26 stations throughout the city. These stations house 26 Engines, 12 Trucks, 2 Heavy Rescues, 12 Medic Transport Units, 4 District Chiefs, 3 ALS Supervisors and 1 Safety Officer along with other specialty Units. The department's authorized strength is 841 uniformed personnel. The Department covers an area of approximately 78 square miles with a population of 298,000 residents. The CFD is the 38th busiest department in the country.

### REPORT DETAILS

This report summarizes data collected from the Tri-Tech CAD dispatch system using simple tables and charts. The report is sub-divided by incidents and responses. Incidents refer to events and responses refer to unit dispatches. For example, a structure fire is one incident that may have multiple associated responses

*Performance that is not measured cannot be improved.*

### Questions should be directed to:

Assistant Chief Sherman Smith  
Cincinnati Fire Department  
Emergency Management  
[sherman.smith@cincinnati-oh.gov](mailto:sherman.smith@cincinnati-oh.gov)

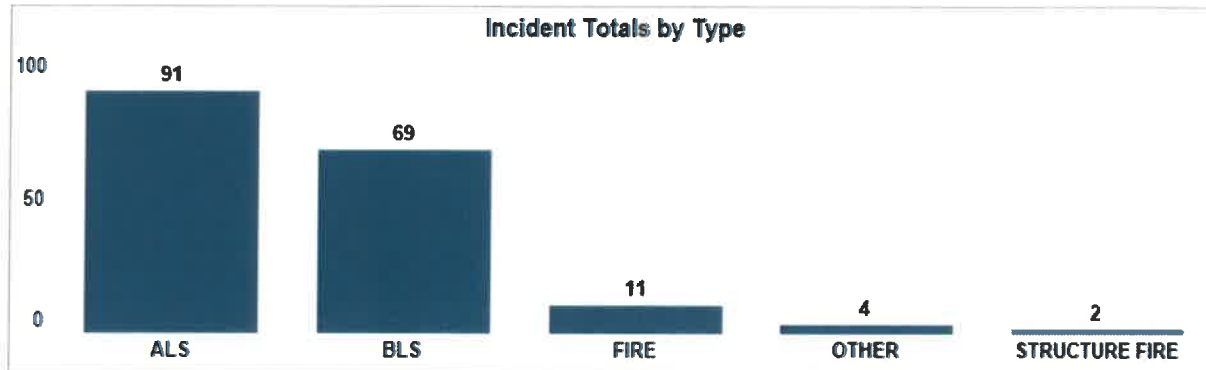
# Cincinnati Fire Department Daily Report

## Incident Totals



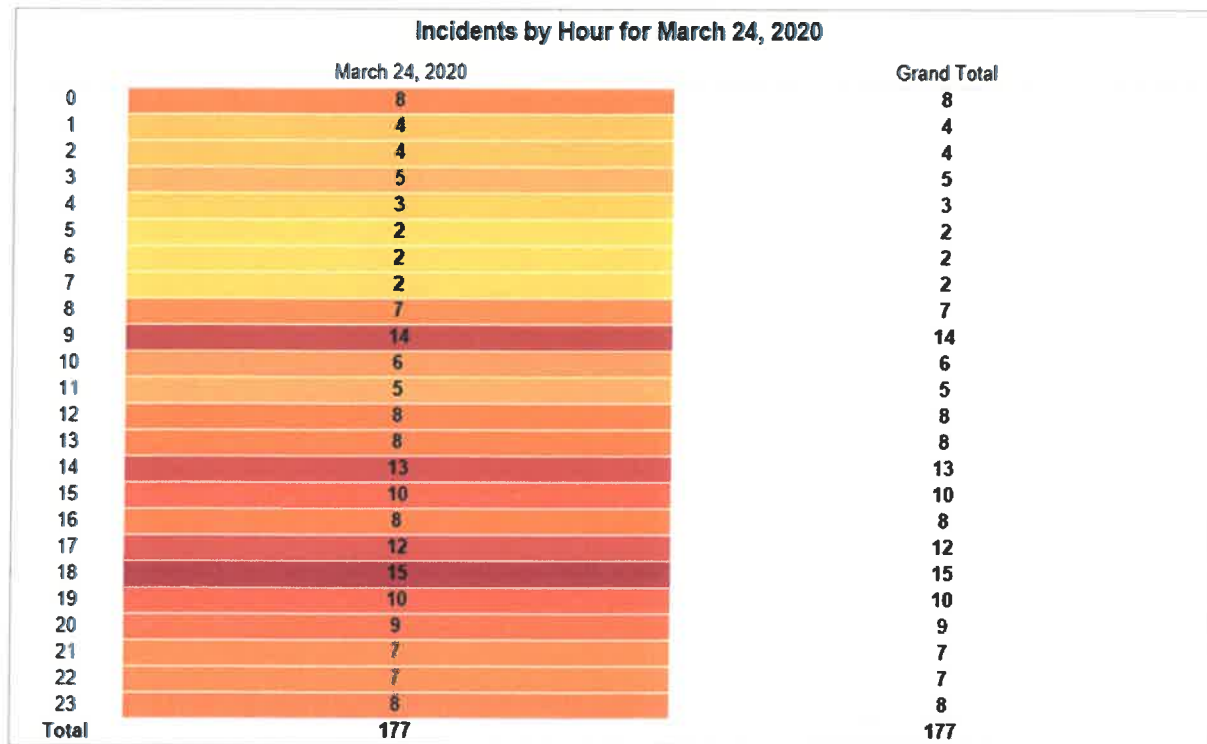
### Incident Totals

This chart displays the total incidents for the month by incident type.



### Incidents by Hour & Weekday

This chart displays the number of incidents by the hour of the day. The chart begins at midnight (0) and ends as 11PM (23).



## Cincinnati Fire Department Daily Report

### Responses by Unit



The following tables show the number of runs dispatched for each unit. Specialty units (such as the command van) have been omitted. Dispatches are broken down by incident type.

	EMS	FIRE	OTHER	STRUCT	Grand Total	Run/Day	% EMS	% FIRE
<b>Engine Totals</b>	<b>153</b>	<b>14</b>	<b>3</b>	<b>9</b>	<b>179</b>	<b>0.2</b>	<b>85.5%</b>	<b>12.8%</b>
E02	7				7	0.2	100.0%	
E03	5	1		1	7	0.2	71.4%	28.6%
E05	4			1	5	0.2	80.0%	20.0%
E07	4		1		5	0.2	80.0%	
E08	9			1	10	0.3	90.0%	10.0%
E09	6				6	0.2	100.0%	
E12	13				13	0.4	100.0%	
E14 & E14B	10	1	1		12	0.4	83.3%	8.3%
E17	4				4	0.1	100.0%	
E18				1	1	0.0		100.0%
E19	4			1	5	0.2	80.0%	20.0%
E20	5	2			7	0.2	71.4%	28.6%
E21	8				8	0.3	100.0%	
E23	10	1			11	0.4	90.9%	9.1%
E24	11	1			12	0.4	91.7%	8.3%
E29	5	1	1	1	8	0.3	62.5%	25.0%
E31	4				4	0.1	100.0%	
E32	9	1		1	11	0.4	81.8%	18.2%
E34	7	1			8	0.3	87.5%	12.5%
E35	10				10	0.3	100.0%	
E38	4	2			6	0.2	66.7%	33.3%
E46				1	1	0.0		100.0%
E49	2	2		1	5	0.2	40.0%	60.0%
E51	12	1			13	0.4	92.3%	7.7%

## Cincinnati Fire Department Daily Report

### Responses by Unit



The following tables show the number of runs dispatched for each unit. Specialty units (such as the command van) have been omitted. Dispatches are broken down by incident type.

	EMS	FIRE	OTHER	STRUCT	Grand Total	Run/Day	% EMS	% FIRE
<b>Truck Totals</b>	<b>18</b>	<b>9</b>	<b>3</b>	<b>4</b>	<b>34</b>	<b>0.1</b>	<b>52.9%</b>	<b>38.2%</b>
T02	1				1	0.0	100.0%	
T03		1		1	2	0.1		100.0%
T18			1	1	2	0.1		50.0%
T19		1		1	2	0.1		100.0%
T20	4	1			5	0.2	80.0%	20.0%
T23	1	1			2	0.1	50.0%	50.0%
T24	1	1			2	0.1	50.0%	50.0%
T31	2	2	2	1	7	0.2	28.6%	42.9%
T32	3	1			4	0.1	75.0%	25.0%
T35	6	1			7	0.2	85.7%	14.3%

	OTHER	STRUCT	Grand Total	Run/Day	% FIRE
<b>Heavy Rescue Totals</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>0.0</b>	<b>66.7%</b>
HR09		1	1	0.0	100.0%
HR14	1	1	2	0.1	50.0%

	FIRE	OTHER	STRUCT	Grand Total	Run/Day	% FIRE
<b>District Chief Totals</b>	<b>7</b>	<b>2</b>	<b>4</b>	<b>13</b>	<b>0.1</b>	<b>84.6%</b>
D01	2	1	2	5	0.2	80.0%
D02	2	1		3	0.1	66.7%
D03	2		1	3	0.1	100.0%
D04	1		1	2	0.1	100.0%

	EMS	OTHER	STRUCT	Grand Total	Run/Day	% EMS	% FIRE
<b>ALS Totals</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>6</b>	<b>0.2</b>	<b>66.7%</b>	<b>16.7%</b>
ALS34	4	1	1	6	0.2	66.7%	16.7%